



Ardscoil Rís Covid-19 Safety Procedures for Visitors

Before visiting the school:

Ask yourself if your visit to the school is truly essential. At this time, many meetings that would previously have occurred face-to-face will now be held over **video call** or phone call.

We ask all visitors to the school to **make an appointment** in advance of your visit.

Please assess yourself for **symptoms** of Coronavirus. If you are experiencing symptoms, please ring the school to **cancel your appointment/delivery**. If you are waiting on the results of a test for Covid-19 or have been informed that you should be tested for Covid-19, please cancel your appointment/delivery until you have received your test results.

Please follow HSE guidelines regarding **hand hygiene** and **mask use**.

Please ring the school when you have arrived to be let into the building. The number will be posted on the entry ways.

During your visit:

Entrance to the school is strictly through the main reception doors only

You must **log your visit** with Reception upon arrival in the school. You will be asked to log your name, business, reason for visit, and contact details for tracing purposes.

Hand sanitising stations are located around the school. Please make use of these facilities as needed.

Please keep track of who you are in contact with and where you go during your visit to the school, as much as is practical. You will be asked to log these details on the same sheet before you leave.

We ask visitors where possible to follow HSE guidelines regarding **mask use** and **hand hygiene**.

You must sign out with Reception before leaving the school.

After your visit:

The HSE is responsible for all contact tracing where contact with a case of Coronavirus is suspected. Your contact details as logged during your visit will be used for this purpose by the HSE if needed. Details will not be stored by the school or used for other purposes.